



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
LIBRARIAN IV	37	B	4.106
LIBRARIAN III	35	B	4.109
LIBRARIAN II	33	B	4.112
LIBRARIAN I	31	B	4.115

SERIES CONCEPT

Librarians are typically assigned to the Department of Cultural Affairs and perform a broad range of professional level duties in support of a library that organizes and provides access to a wide selection of materials in a variety of formats. Incumbents perform administrative work in planning, coordinating and directing activities within one or more functional areas of the library including, but not limited to, acquisitions; cataloging; circulation; collection maintenance; document delivery/interlibrary loan; government documents; Libraries for the Blind and Physically Handicapped; reference and serials.

Perform informational needs assessments and develop library collections appropriate to the mission of the library; review new materials, study publishers' lists and stay abreast of current review sources to select material in all formats; develop and implement collection development policies including assessing donations for inclusion in the collection.

Participate in developing policy recommendations regarding the organization, access and delivery of information; provide training for paraprofessional staff regarding policy implementation; plan for technology and related retrieval tools, indexes and shelving arrangements to accommodate growing and/or changing library collections and library environments.

Respond to requests for information from State agencies, researchers and the public; confer with patrons to determine the type and scope of information desired; use research techniques, knowledge of information resources and technology to locate resources and provide information or materials; assist patrons in the use of resources and equipment; refer requests to subject specialists as appropriate.

Perform original cataloging and advanced copy cataloging to provide electronic access to bibliographic records and retrieval or access to materials in the library's collection; evaluate books and other materials to determine subject matter for proper classification; prepare authority records for contribution to the National Authority File at the Library of Congress and for loading to the local automated library system; consult with systems coordinator to maintain integrity of shared bibliographic databases; act as resource person for cataloging inquiries within the State.

Establish, develop and maintain statewide resource sharing agreements for interlibrary loans, reciprocal borrowing, consortial information and resource sharing; establish and participate in regional, national and international information sharing.

Design and develop the library's Web site; ensure electronic access to the library collection by patrons and other libraries.

Manage the development and organization of the Federal and State Publications Centers; review federal publications distributed through the depository system to maintain current knowledge of the collection; review and select new material for the collection; evaluate the collection to purge outdated publications and determine which non-depository items will be added to the collection; monitor changes in State and local

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SERIES CONCEPT (cont'd)

government; ensure documents are received in compliance with statute; receive, catalog, process and distribute documents.

Using modern public relations techniques and communications, promote information services and coordinate activities with other agencies; inform library users and non-users of new and traditional materials and services available through the library.

Monitor and evaluate the changing information needs and desires of both library users and non-users; stay abreast of trends and changes in the provision of contemporary library and information services.

Evaluate resources and make continuous improvements in library services, programs and activities.

Train, supervise and evaluate the performance of professional, paraprofessional and support staff as assigned.

Perform related duties as assigned.

CLASS CONCEPTS

Librarian IV: Under administrative direction of an Assistant Administrator, incumbents may perform the duties described in the series concept and either:

- 1) Manage a major functional unit of the Nevada State Library & Archives Division (NSLA) that includes several smaller units; supervise other professional librarians and their staff; develop the budget for the unit; coordinate the work of the assigned unit with other units in the library; assist the Assistant Administrator in the development and revision of policies and procedures for new and existing programs; or
- 2) Provide advice and technical assistance to other libraries, agencies of the State, political subdivisions, planning groups and other entities and organizations; conduct continuing studies and analyses of library problems; plan and conduct institutes and workshops for Librarians, library interested personnel and others; provide consultative services to libraries statewide; research, coordinate and manage State and federal grants to libraries statewide; write private, State and federal grant applications for the NSLA; provide assistance and leadership to libraries statewide including review and monitoring of programs, services and building projects.

Librarian III: Under general direction, incumbents perform all or part of the duties described in the series concept; provide specialized expertise and services with scope and impact beyond the agency; perform complex, technical or specialized duties in subunits or sections of the division; and may supervise professional, technical or support staff.

Manage special library services, sections or programs to meet specific needs, contracts or State programs assigned to the NSLA, such as the State Data Center or the State Documents Distribution Center.

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CLASS CONCEPTS (cont'd)

Librarian II: Under general direction, incumbents perform all or part of the duties described in the series concept and may supervise professional, technical or library support staff. This is the journey level in the series.

Librarian I: Under close supervision, incumbents typically perform/learn all or part of the duties described in the series concept. Progression to the next level in the series may occur upon satisfactory completion of the required education and experience and with the recommendation of the appointing authority. This is the entry level/trainee class in the series.

MINIMUM QUALIFICATIONS

LIBRARIAN IV

EDUCATION AND EXPERIENCE: Master's degree in a program accredited by the American Library Association and three years of increasingly responsible professional library experience which included responsibility for original cataloging, reference, government publications, collection development, project management and supervision of professional and support staff.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: principles and practices of management and supervision; budget preparation and administration; grant application, management and reporting procedures; State, federal and contractual laws governing libraries. **Working knowledge of:** advanced practices and concepts of collection development; management of reference services. **Ability to:** plan and organize the activities, services and operation of library programs and manage multiple programs, projects and activities; develop and implement effective policies and procedures; provide technical expertise and advice to subordinate staff; analyze, design, implement and evaluate customized library services; prioritize and reallocate resources effectively; plan and develop budgets and locate sources of funding; conduct needs assessments; proactively initiate and develop professional relationships with outside agencies and organizations; identify sources of external funding to augment library budgets; implement new technology systems; work with community groups at all levels; administer grants, programs and projects; work independently and as part of a team; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: agency goals and criteria related to the assigned functional area of the library. **Working knowledge of:** local government tax and revenue structures; library construction plans and programs; State budgeting, accounting and purchasing procedures and regulations.

LIBRARIAN III

EDUCATION AND EXPERIENCE: Master's degree in a program accredited by the American Library Association and two years of increasingly responsible professional library experience which included original cataloging, reference, managing government publications and assisting in collections development.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: development of specialized collections. **Working knowledge of:** principles and practices used in providing childrens' and other specialized services; principles and practices of supervision. **General knowledge of:** resources and services available through professional associations;

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MINIMUM QUALIFICATIONS (cont'd)

LIBRARIAN III (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

grant-writing procedures. **Ability to:** participate in library policy determination; monitor and respond to trends in society regarding information services, librarians, and the library profession; design appropriate library programs and information services based on community use and needs studies; develop and maintain a specialized library collection; develop and maintain professional relationships with representatives of libraries, agencies and organizations; plan for advancements in technology; negotiate licensing agreements and contracts; write successful grant applications; establish work priorities, delegate assignments and train, motivate and supervise staff; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: State and agency administrative regulations, policies and procedures.

LIBRARIAN II

EDUCATION AND EXPERIENCE: Master's degree in a program accredited by the American Library Association and one year of professional library experience which included original cataloging, reference, government publications and/or collection development.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: professional library principles, methods, materials and practices; professional ethics, including copyright and intellectual freedom issues; review sources and collection development principles and practices; legal and regulatory environments of libraries; appropriate computer hardware and software applications for library functions and services; how people communicate needs, search for and receive information; established cataloging rules and formats; the national, regional and State system for interlibrary loans. **General knowledge of:** principles and practices of training and providing work direction to others. **Ability to:** establish and maintain cooperative working relationships within and outside the library; read and critically evaluate descriptive and instructional materials; research, plan and implement new programs and services; participate in agency, department and statewide planning; develop and implement appropriate organizing and classification schemes; function as an information librarian in most environments; apply evaluation criteria to select appropriate research sources; train and supervise staff as assigned; establish work priorities and delegate assignments; market and promote library services and information; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Librarian III.)

LIBRARIAN I

EDUCATION AND EXPERIENCE: Master's degree in a program accredited by the American Library Association; **OR** current enrollment in an academic program leading to a Master's degree in a program accredited by the American Library Association and two years of paraprofessional library experience.

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MINIMUM QUALIFICATIONS (cont'd)

LIBRARIAN I (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: library principles, methods, materials and practices; basic print and electronic information sources; the role and mission of libraries; organization and classification of materials; reference interview methods. **General knowledge of:** federal and State laws applicable to libraries. **Ability to:** communicate effectively both orally and in writing; use library classification systems; assess user information needs and satisfy those needs; conduct effective information searches; work independently and as part of a team; establish and maintain positive working relationships with library patrons, co-workers and others; instruct patrons in the use of library materials and equipment; interview patrons to determine their needs and respond with the appropriate level and extent of information. **Skill in:** the operation of a personal computer and peripheral equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(*These are identical to the Entry Level Knowledge, Skills and Abilities required for Librarian II.*)

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>4.106</u>	<u>4.109</u>	<u>4.112</u>	<u>4.115</u>
ESTABLISHED:	1/1/61	1/1/61	1/1/61	1/1/61
REVISED:	10/1/62	10/1/62	10/1/62	10/1/62
REVISED:	10/25/74	10/25/74	10/25/74	10/25/74
REVISED:			5/31/79	5/31/79
REVISED:			6/10/81R	
			5/7/82PC	
REVISED:	6/11/82-3			
REVISED:	12/19/85-12			
REVISED:	7/1/89R			
	3/13/90PC			
REVISED:	7/1/91P	7/1/91P	7/1/91P	7/1/91P
	3/13/90PC	3/13/90PC	3/13/90PC	3/13/90PC
REVISED:	7/1/03P	7/1/03P	7/1/03P	7/1/03P
	3/22/02PC	3/22/02PC	3/22/02PC	3/22/02PC